

BULLETIN
CHILD NUTRITION PROGRAMS

NSLP 8-09

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SUBJECT: Verification Report Non-response Clarification

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This bulletin is to clarify the definition of a “non-response” in regards to the Verification Summary Report. By November 15th of each year, verification activities are reported on CNPweb. Non- response outcomes must be reported as “Did Not Respond” in the Verification Summary Report. A “non-response” is defined as the following:

- The household does not contact the LEA when the initial request for verification is sent or when the LEA attempts follow-up;
- The household responds to the initial request but provides incomplete information and the LEA is unable to determine if the eligibility determination was correct; or
- The household responds to the initial request but fails to provide the LEA with documents or is otherwise unable to provide appropriate documentation.

For SFAs, this information is recorded on CNPweb in the Verification Results Report.

The reports for the 2008-09 have already been compiled and USDA is not requiring LEAs or State agencies to make any adjustments to this year’s Verification Summary Reports.